



PERSONNEL

TAXATION & REVENUE COLLECTIONS ADMINISTRATOR

UNCLASSIFIED position opening for the Finance Department. Access application and instructions @ springfieldohio.gov

ANNUAL SALARY RANGE: \$71,240 to \$90,813, *Excellent benefits: dental, health, life, retirement, 457K, Roth IRA, etc.*

This is a professional and supervisory position serving as the manager of the City's Income Tax and Revenue Collections Divisions of the Finance Department.

Position involves planning, implementing, organizing, directing, and evaluating the tax administration and collection programs through subordinate personnel, including the preparation and monitoring of the Divisions' annual operating budgets. The incumbent also monitors and prepares monthly updates of the annual tax revenue collections for management review and serves as the primary interpreter of the City's Income Tax and Joint Economic Development District (JEDD) Tax ordinances and regulations. Assists with the development of annual revenue estimates of these programs. Considerable independent judgment is exercised within overall program objectives under general direction of the Finance Director.

Work involves establishing goals and objectives for efficient municipal income tax and revenue collections. Assists senior management in the projection of income tax, and JEDD tax revenue; administers approved budget; interprets and enforces the city income tax and JEDD tax ordinances, including providing assistance to businesses, accountants, attorneys, and the individual taxpayer. An emphasis on establishing general work assignments, standards, and schedules for the divisions' personnel and ensures the training and evaluation of assigned personnel and makes recommendations concerning hiring and other personnel actions. Enforces all delinquency collection procedures of the Revenue Collections Division, including the placement of liens on property, filing of civil actions, garnishments, certificates of judgment, etc.

Position requires a Bachelor's Degree in accounting, business administration or a related program with a minimum of five years of progressive experience in the area of municipal income tax, public accounting or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Position requires knowledge of applicable federal, state and local laws, rules, regulations, and policies pertaining to municipal income tax, revenue collections and governmental accounting. Requires knowledge of tax ordinances and practices as well as other types of municipal taxation allowed by the Ohio Revised Code. Position also requires a proficiency with modern word processing, spreadsheet, and presentation programs and the ability to use these programs to analyze financial data, prepare technical reports and effectively communicate complex information. Must possess the ability to work and negotiate effectively with tax professionals, business managers and the general public, often under difficult circumstances and the ability to establish and maintain effective working relationships with management, subordinates, public and private officials, and the general public.

Submit cover letter, employment application and resume **no later than Wednesday, April 28, 2021** to City Hall, Personnel Department, 76 E. High St., Springfield, Ohio, 45502. All resumes are subject to the Ohio Public Records Law.

Natalie Payton
Personnel Analyst